

DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL PUBLICATIONS SECTION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

HISTORICAL PUBLICATIONS SECTION

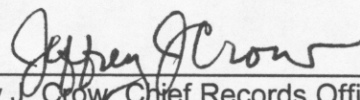
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

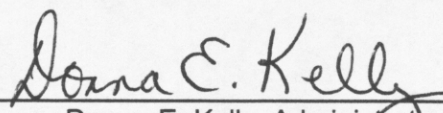
The

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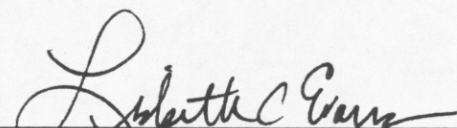
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Jeffrey J. Crow, Chief Records Officer
Department of Cultural Resources


Donna E. Kelly, Administrator
Historical Publications Section

APPROVED


Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 15, 2003

LRM

**DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL PUBLICATIONS SECTION
ADMINISTRATIVE BRANCH**

Item 18974. Administrative Correspondence File. Correspondence and memorandums in paper and electronic formats between the section head and division and department officials.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 18982. Program Plans File. Publications Section's program plans which describe section's projected activities and estimated budget needs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 18984. Copyright File. Certifications of copyrights and related correspondence and information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 18986. Subscription File. Correspondence and subscription service cards in paper and electronic formats requesting either new subscriptions, renewed subscriptions, changes in address, or other corrections concerning subscriptions to the NORTH CAROLINA HISTORICAL REVIEW.

DISPOSITION INSTRUCTIONS: Destroy in office correspondence after 3 years. Destroy in office cards when obsolete or superseded.

Item 18987. Exchange Card File. Electronic records documenting complimentary copies of the NORTH CAROLINA HISTORICAL REVIEW exchanged for copies of other publications. Cards list name and address of publications, dates received, and dates transferred to the State Library.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 18988. Pending Publications Correspondence File. Correspondence in paper and electronic formats concerning forthcoming publications. File includes records concerning each project and any special problems.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center 5 years after project is published. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 18991. Review Subject Index File. Card file listing book subjects usually reviewed in the NORTH CAROLINA HISTORICAL REVIEW. Information includes subjects, names and addresses of persons knowledgeable about the subject, and date reviews about subjects were received from the reviewers.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office.

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Item 18992. Book Reviewers Index File. Electronic file listing reviewers usually consulted by section. Information includes name and address of each reviewer, date each reviewer's name was received, and each reviewer's subject of specialty.

DISPOSITION INSTRUCTIONS: Update records in office when superseded or obsolete.

Item 18993. Publications Card Index File. Card file listing articles being considered for publication, articles that have been published, and articles rejected. Each card lists article's title, size in pages, author's name, and other notes. (All cards for each issue of the NORTH CAROLINA HISTORICAL REVIEW are grouped together.)

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

Item 18996. Editorial Board File. Reports of the Editorial Board.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year for immediate transfer to the custody of the Archives.

Item 18998. Photographic Prints File. Photographic prints used in publications of the section.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 18999. Galley Proofs File. Galley proofs and negatives of publications of the section.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 19000. Tally Sheets File. Electronic monthly publications tally sheets, which tabulate orders for each publication.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 19017. Administrator's Public Relations File. Speeches, publications, and biographical sketches of the Publications Section administrator.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center immediately.

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HISTORICAL PUBLICATIONS SECTION
CIVIL WAR ROSTER BRANCH**

Item 19001. Civil War Roster Service Records Cards File. Card file listing information concerning each known soldier from North Carolina who fought in the Civil War. Each card lists name, county of residence, date of enlistment, age, company, regiment, rank, service record, and sources of information, (Pink cards serve as a cross reference to soldiers who served in more than one regiment.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 19002. Civil War Roster General Correspondence File. Correspondence and memorandums in paper and electronic formats concerning the Civil War Roster Project.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 19003. Civil War Roster Master Index File. Card file listing each soldier whose name has appeared in published volumes of NORTH CAROLINA TROOPS, 1861-1865: A ROSTER. Information for each soldier includes name, company, regiment, volume, and page number. (File will be used to print an index volume for the Civil War Roster Project.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 19005. Civil War Roster Documents File. Copies of historical records used in compiling the service records of Civil War soldiers from North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 19006. Civil War Roster General Information File. Records concerning various Civil War topics. File includes pamphlets and brochures published by the National Parks Service and administrators of Civil War battlefields and sites, photographs of Civil War soldiers, reviews of NORTH CAROLINA TROOPS, 1861-1865: A ROSTER, and other related records.

DISPOSITION INSTRUCTIONS: Transfer photographs and reviews to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy remaining records in office when administrative value ends.

Item 19007. Civil War Roster Administrative File. Administrative records concerning the Civil War Roster Project. File includes monthly and semi-annual progress reports and other related reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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CIVIL WAR ROSTER BRANCH**

Item 19008. Civil War Roster Reference File. Abstracts, photocopies, county rosters, cemetery records, diaries, questionnaires, and other reference Civil War Roster Project records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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HISTORICAL PUBLICATIONS SECTION
SPECIAL PROJECTS BRANCH**

Item 18981. Colonial Records Project Finance File. Correspondence, bills, invoices, and other items concerning the London operation of the Colonial Records Project.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Colonial Records Project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 19009. Colonial Records Biographical Index File. Card file listing each person found in the COLONIAL RECORDS OF NORTH CAROLINA. Information includes name, inventory report number, and source in the Archives.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 19010. Inventory Reports Index File. Card file that serves as an index to the inventory reports.

DISPOSITION INSTRUCTIONS: Destroy in office when Colonial Records project is complete.

Item 19011. Inventory Reports File. Records listing sources of information for the Colonial Records Project and indicating medium, such as microfilm or Archives.

DISPOSITION INSTRUCTIONS: Destroy in office when Colonial Records project is complete.

Item 19012. Published Volumes Index File. Card file listing persons, subjects, or places which have appeared in previous volumes of the COLONIAL RECORDS OF NORTH CAROLINA.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office.

Item 19013. Transcriptions File. Transcriptions of manuscripts and publications used in the COLONIAL RECORDS OF NORTH CAROLINA.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after publication.

Item 19014. Colonial Records Project Correspondence File. Correspondence, memorandums, and other related records in paper and electronic formats concerning the Colonial Records Project.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when Colonial Records project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 28823. British Records Program Correspondence File. Correspondence, memorandums, and other related records concerning the British Records Program.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when Colonial Records project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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SPECIAL PROJECTS BRANCH

Item 28824. Scottish Records Program Correspondence File. Correspondence, memorandums, and other related records concerning the Scottish Records Program.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when Colonial Records project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 31183. Colonial Records Inventory Reports File. Inventory reports of documents found during the Colonial Records project, conducted in the 1960s. Reports describe individual documents concerning North Carolina's colonial period. (Microfilm copy created in 1965 is in permanent storage in the State Archives vault.) Amended 4-30-99

DISPOSITION INSTRUCTIONS: Destroy records in office when Colonial Records project is completed.

Item 46804. Clippings (Research) File. Records categorized by issues and used for references and footnotes to speeches. File includes newspaper clippings, articles printed from the internet, and related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 46805. Biographical File. Records concerning North Carolina personalities. File includes newspaper clippings, articles printed from the internet, and related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 46806. Office File. Records in paper and electronic formats concerning books for each Governors' administration being published by the section. File includes correspondence, background information, negotiations with governor's office, copyright records, photographs, lists of people receiving a copy of the book, and related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center 5 years after book is published. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 46807. Typeset Book File. Electronic copy of book layout.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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SPECIAL PROJECTS BRANCH**

Item 46808. Compiled Gubernatorial Documents File. Records in paper and electronic formats submitted by the Governor's office. File includes appointments to Boards and Commissions, letters, press releases, speeches, executive orders, video tapes, reports, legislation, and related records.

DISPOSITION INSTRUCTIONS: Print electronic records. Destroy in office electronic versions of records which were printed when reference value ends. Transfer remaining paper records and video tapes to the State Records Center 1 year after book is published. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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GENERAL PUBLICATIONS AND PERIODICALS BRANCH**

Item 829. Articles File. Articles submitted to the NORTH CAROLINA HISTORICAL REVIEW for publication. File includes articles accepted for publication, articles pending, and authors' transfers of publication rights.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after publication. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 3890. Rejected Articles File. Articles submitted to the NORTH CAROLINA HISTORICAL REVIEW for publication that have been rejected. File includes comments of Editorial Review Committee and information concerning authors.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 18989. Book Review File. Records in paper and electronic formats concerning the publication of book reviews in the NORTH CAROLINA HISTORICAL REVIEW. File includes correspondence, requests, agreements, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Reviewed Books File (Item 18990) when review is published.

Item 18990. Reviewed Books File. Completed book review forms in paper and electronic formats for reviews which have been published in the NORTH CAROLINA HISTORICAL REVIEW. Each form includes title of book reviewed, reviewer's name, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 19018. North Carolina Historical Review Editors' Correspondence File. Official office correspondence. Records in paper and electronic formats that includes potential articles and correspondence with the authors, information concerning potential research projects, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 28826. Manuscripts File. Manuscripts created by the branch in conjunction with the publication process.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 28827. Photographic Prints File. Photographs used in various publications produced by the section.

DISPOSITION INSTRUCTIONS: Records transferred to Photographic Prints File (Item 18998).

Item 28828. Publications Preparation File. Records concerning materials created in conjunction with the publication process. File includes paste-ups, galley proofs, and blueline prints.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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GENERAL PUBLICATIONS AND PERIODICALS BRANCH**

Item 46809. Transcriptions File. Transcriptions of manuscripts and publications used in the General Publication and Periodicals Branch.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after publication.